

Attach Utilization Review Plans

Description

Hospital Providers may submit Utilization Review Plans required for UR Plan review via the web portal *Provider Workspace* using the [Attach Files for Hospital UM Plans](#) link.

Guidelines:

- Files up to 20 MB may be attached.
- The following file types may be attached: TXT, DOC, DOCX, PDF, TIF, TIFF, EXCEL, JPG, JPEG, and JPE.
- Do not include the following symbols in the file name: / \ # < > ' "
- Do not include periods in the file name, except before the file type (as in .pdf).
- Multiple files may be attached but each file must be attached separately.
- If more than one file is attached to the same case, the file names must be different.

Instructions

1. Log into the web portal at www.mmis.georgia.gov
2. On the *Secure Home* page, click [Prior Authorization](#) then select [Provider Workspace](#).
3. On the workspace, click the [Attach Files for Hospital UM Plans](#) link under **Upload Documents and Submissions of Non-PA Files**, as shown in Figure 1.

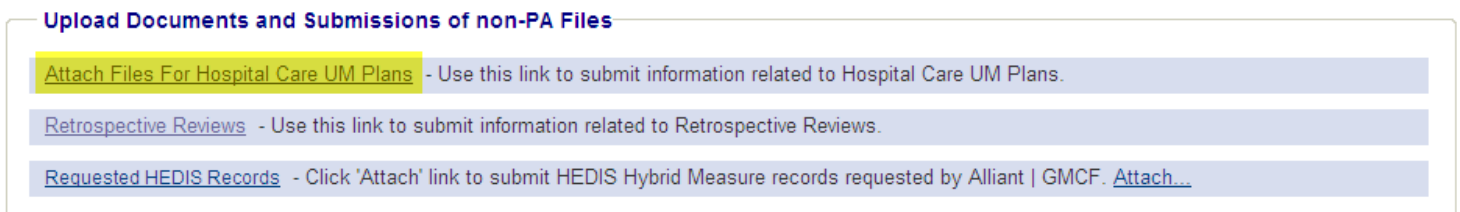


Figure 1

- The attachment page opens which displays your provider information at the top of the page and **Create an Attachment**.

Hospital Care UM Plan

Your provider info will display in this section.

Submitting Provider Information

Provider ID	Provider Name	Phone :	Fax :
Address 1 :	Address 2 :	City :	State : GA
Zip :	County :	Date of UM Plan Submission :	

Provider Notes / Special instructions :

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

Figure 2

- If desired, you may enter notes regarding the file or files that you are attaching in the 'Provider Notes/Special instructions' box.
- Under create an attachment, click **Browse**. Find the file in your file directory.
- Select and open the file, and the file name appears in the attachment box.

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

Figure 3

- Click **Attach and Submit**. If the attachment is successful a message displays in red font.
- Click **Browse** again to attach another file.